

2011

**Marine Corps
Logistics
Command VPP
Employee
Handbook and
Guide**



VPP AND THE STAR PROGRAM

OSHA's Voluntary Protection Programs recognize and partner with businesses and worksites that show excellence in occupational safety and health. VPP sites are committed to effective employee protection beyond the requirements of OSHA standards. VPP participants develop and implement systems to effectively identify, evaluate, prevent, and control occupational hazards to prevent employee injuries and illnesses. As a result, the average VPP worksite has a lost workday incidence rate at least 50% below industry average.

The general requirement for LOGCOM to enter VPP is our commitment to an effective, ongoing safety and health program. The VPP Star Program is designed to recognize and promote effective safety and health management. The cornerstone of the program is management, labor, and government (OSHA) cooperation. Voluntary Protection Programs participants are selected based on their written safety and health management system and ongoing performance. OSHA also conducts a thorough on-site evaluation to determine how well the site's Safety Management System is working. The typical on-site evaluation includes a review of injury/illness rates, written policies and procedures, written job hazard analysis (JHL), and employee interviews. Interviews are conducted to evaluate employee knowledge and level of comprehension of site safety requirements. Consenting to an interview is not required but we ask that you willingly participate if asked.

STOP WORK POLICY

Every employee has the responsibility and authority to stop working immediately if he/she believes that an unsafe and/or unhealthful work practice or condition exists that may seriously impact the safety or health of any employee, equipment, or the environment. The employee must immediately control or isolate the condition to minimize risk to others without placing themselves in any danger. A supervisor/manager and the Safety Office must be immediately advised of the situation. Management and the Safety Office must initiate abatement action to eliminate or control the hazard and protect the employees and allow work to continue as soon as possible.

WORKERS RIGHTS & RESPONSIBILITIES

Workers' Rights:

- Participate in the Safety and Health program.
- Be protected from imminent danger in the workplace.
- Be trained in hazard recognition and safe work practices.
- Representation when their work areas are inspected.
- Be informed of unsafe/unhealthful condition in workplace.
- Request a special inspection of their workplace if they feel that an unsafe or unhealthful condition exists.
- Review recommended actions to correct a suspected unsafe or unhealthful condition.
- Request a higher command review of the proposed corrective action.
- Refuse to work if imminent danger exists or they believe imminent danger exists.

- Be free from reprisal or retaliation by their supervisor or other managers because they exercised any right under the OSHA Act by providing reports of unsafe/unhealthful condition, accident, injury, or death.

Workers' Responsibilities:

- Follow safety rules and use safe work practices so they do not endanger themselves, their co-workers or infringe upon the rights of other workers.
- Report any acts of unsafe conduct to their Supervisor.
- Report unsafe or unhealthful conditions which pose a hazard to themselves or others
- Comply with safety requirements communicated verbally or written
- Follow instructions, operating procedures, and specifications in performance of assigned tasks
- Use protective clothing or equipment in accordance with OSHA and/or Safety policy as required
- Attend scheduled Safety Training and Safety Meetings
- Report job conditions or supervisory direction that conflicts with established OSHA guidance/training
- Immediately report any accident or injury their Supervisor

VPP AND THE STAR PROGRAM

What makes an effective VPP / Safety Program?

An effective program consists of VPP's four core elements:

1) Management Leadership and Employee Involvement

2) **Worksite Analysis**

3) **Hazard Prevention and Control**

4) **Safety and Health Training**

The VPP concept recognizes that compliance with OSHA standards alone can never fully achieve the objectives of the Occupational Safety and Health Act. VPP achieves excellence in safety and health management programs that go beyond OSHA standards resulting in fewer accidents and a safer working environment. LOGCOM's team of Management, Employees and Unions have to work together to constantly improve our safety and health programs.

We have established a goal of nothing less than excellence in safety. Together we will achieve OSHA recognition as a STAR worksite.

A *Star Site* is a worksite with comprehensive, successful safety and health management systems. Companies in the Star Program have achieved injury and illness rates at or below the national average of their respective industries. These sites are self-sufficient in their ability to control workplace hazards. LOGCOM is working hard to become a VPP Star Site.

A *Merit Site* is an effective stepping stone to Star. Merit sites have good safety and health management systems, but these systems need some improvement to be judged excellent. Merit sites demonstrate the potential and the commitment to meet goals tailored to each site and to achieve Star quality within three years.

COMMON VPP INTERVIEW QUESTIONS AND ANSWERS

The following are typical questions that may be asked by the VPP on site inspection team. You may or may not be asked these questions if the VPP team interviewing selects you.

1. What are the levels of recognition OSHA can award for VPP sites.

Star- the Star Program is designed for exemplary worksites with comprehensive, successful safety and health management systems. Companies in the Star Program have achieved injury and illness rates at or below the national average of their respective industries. These sites are self-sufficient in their ability to control workplace hazards.

Merit- Merit is an effective stepping stone to Star. Merit sites have good safety and health management systems, but these systems need some improvement to be judged excellent. Merit sites demonstrate the potential and the commitment to meet goals tailored to each site and to achieve Star quality within three years.

2. How do you protect yourself from job related hazards?

By eliminating the hazard or putting controls in place if it can't be totally eliminated. I also report hazards and if required, wear personal protective equipment (PPE).

3. What kind of personal protective equipment (PPE) do you wear?

Safety footwear in all areas that require it, gloves when handling materials, safety eyewear if I am working in an area where foreign objects, dust, etc could get into my eyes; rubber gloves, apron & face shield if I am handling hazardous liquids or any other PPE the task may require.

4. Were you provided training on PPE?

Yes. I received training on the use and the limitations of PPE prior to it being issued to me.

5. What type of safety and health training have you received?

I have received safety training on many different subjects such as operating equipment and tools, personal protective equipment, Job Hazard Analysis, Ergonomics, and identifying hazards within my work area.

6. What happens if an employee disobeys a safety rule?

If anyone (Supervisor or employee) violates a safety or health rule he/she may be required to attend additional training or subjected to **DISCIPLINARY ACTIONS.**

7. How do you respond to an emergency such as fire, hazardous waste spill, or medical emergency?

Call for emergency response by dialing 911 from your land line or 639- 5911 from your cell phone.

8. Where do you go in case of an emergency?

I proceed to my emergency muster area so my Supervisor can account for me and verify that I am safe.

In case of a terrorist attack or other emergency I will seek shelter and remain inside the building.

9. What is the goal of VPP?

The goal of VPP is to achieve the safest workplace possible. VPP sites achieve EXCELLENCE IN SAFETY by going above and beyond normal standards. An example of this is having more employees become involved in day-to-day safety related activities such as; self inspections, hazard identification, and putting controls in place.

10. Describe methods of reporting a safety or health concern.

There are several ways to report a safety or health concern.

- a. Elimination of Impending Hazard (EIH) Form
- b. Contact your Supervisor or Manager
- c. Call the Safety Office, 639-6284
- d. Use one of the CO's Suggestion Boxes at DLA Distribution Services

- e. Send an email to the Safety Department giving as much detail as possible via: kay.mull@usmc.mil or ken.sator@usmc.mil
- f. Go directly to OSHA and report your concern

11. How are you involved in the VPP and the safety decision-making process?

- a. I can report any hazard without fear of reprisal
- b. I can participate on Safety and Health Committees.
- c. I have the right to stop work anytime I believe an unsafe work condition exists.
- d. Attend safety meetings and safety training
- e. Participate in mishap investigations
- f. Performing Safety Inspections with Supervisor
- g. Reporting Hazards
- h. Mentoring fellow/new employees
- i. Participating in Safety activities such as the VPP Passport
- j. Developing Interim Controls or Job Hazard Analyses (JHAs)

12. Have you ever seen anyone conducting air tests, noise levels, or other tests for possible health hazards?

Industrial Hygiene Surveys were conducted. The results are posted in each area where the tests were conducted.

13. What is one objective in your Command's safety program?

Our primary objective is to prevent injuries resulting from work related accidents. By reducing our injuries we plan to become an OSHA VPP STAR site.

14. How does management support your involvement in safety?

Safety is a top priority at LOGCOM. Our Safety Management System has been rolled out from the top. Our Commanding General has issued a written statement that details his commitment to Safety and VPP.

15. What are your rights under OSHA?

- a) A safe workplace free of recognized hazards.
- b) Have access to applicable OSHA and DOD standards, installation/facility injury and illness statistics, and safety and occupational health program procedures.
- c) Comment on alternate standards proposed by DOD Component.
- d) Report and request inspections of unsafe and unhealthful working conditions.
- e) Report hazards.
- f) Participate in the installation/facility safety and occupational health program.

16. Is there a Safety program at your organization and where is it located?

YES. Safety Program information is located on each official bulletin board and in the Safety Supervisor's office.

17. Does your organization have a safety and health policy or mission statement and have you ever reviewed it?

YES. The Safety and Health Policy has been presented to all employees and new hires. A copy of the Commanding General's Safety Statement is posted on all Official Bulletin Boards.

18. What is a Material Safety Data Sheet (MSDS) and where can you find them?

Material Safety Data Sheets (MSDS) are a requirement of the Hazard Communications Act. MSDSs describe the physical and chemical properties, health hazards, how you can be exposed, precautions for safe handling and use, emergency and first aid procedures, and control measures for handling a hazardous material. They are posted wherever hazardous material is stored. They should be either on the material or outside the storage locker or other storage facility that contains hazardous material.

Open Ended Questions

1. What was the last unsafe practice you reported and/or corrected?
2. Tell me about your job; what do you do during a typical day?
3. How long have you worked here?
4. What are the safety and health hazards of your job?
5. Do you believe that the Commanding General and Directors are concerned about your safety and health? Have they ever discussed it with you?
6. Do you feel that LOGCOM management is committed to safety?
7. Are you afraid to report hazards to management for fear of being labeled a troublemaker or for fear of reprisal?

8. Have you or anyone you know ever been injured or experienced a job related illness? What is the procedure when someone is injured?

9. How do your supervisors demonstrate their involvement in safety and health?

10. Is there anything you would like to say about the safety and health program here?

NOTES
